



# Application Process to Manage a Local Combined Federal Campaign

## A. Eligibility

Office of Personnel Management (OPM) Regulations require that you be one of the following:

- ▶ *Charitable Organization*: private, nonprofit, philanthropic, human health & welfare organization
- ▶ *Federation or Federated Group of Charitable Organizations*: group of voluntary charitable human health & welfare organizations created to supply common fundraising, administrative, & management services to its constituent members
- ▶ *Combination of Federations or Federated Groups*



If you are an independent fund raiser or consultant, we regret that the Regulations do not allow us to consider your application.

## B. Principal Combined Fund Organization

If you are selected, you will be known as the Principal Combined Fund Organization (PCFO).

## C. Local Federal Coordinating Committee

The Local Federal Coordinating Committee (LFCC) is a group of Federal officials designated by the OPM Director to conduct the Combined Federal Campaign (CFC) in a particular geographic area. The LFCC chooses the PCFO each year and oversees the PCFO's day-to-day operation of the CFC. The LFCC makes or approves all major CFC decisions. So if you are selected to be PCFO, you will report to the LFCC for your area's CFC.

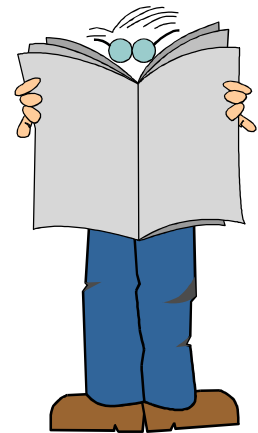
## D. Contact

Please mail your completed application and attachments to *(Insert the contact point for each specific territory)*.

If you have questions, please contact *(Insert the contact point for each specific territory)*.

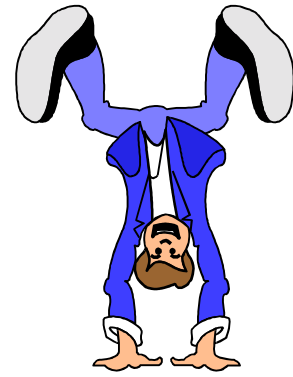
## E. Application Deadlines

- ❁ **January 22, 2001** - Deadline for LFCC to advertise locally for 14 days by public notice for a PCFO
- ❁ **February 23, 2001** - Deadline for PCFO applications to the LFCC
- ❁ **March 16, 2001** - Deadline for LFCC to select the PCFO.



## F. Regulatory Requirements

To understand the CFC requirements, we suggest you review the full OPM Regulations. Attached is a summary of the Regulations pertaining to PCFO's only.



## Suggested Proposal Outline

### A. Cover Letter

Include a cover letter signed by the applicant organization's senior official. Indicate that you are applying to be considered as the Principal Combined Fund Organization.

### B. Basic Information

Include basic information such as:

- ▶ The CFC for which you are applying
- ▶ Campaign Year
- ▶ Name of Applicant Organization
- ▶ Contact Person, with Street Address, City, State, Zip Code, Telephone, Facsimile, and E-mail Address

### C. Applicant History

Tell us about your organization, including year founded, mission, history, activities, & fund-raising experience. Supporting materials such as your *Annual Report & News Articles* are helpful. If applicable, please include innovations & successes.

### D. Applicant Organization

Tell us about your organizational structure. Helpful topics include: ♦ structure ♦ staffing ♦ management expertise ♦ unique capabilities ♦ technology ♦ location ♦ facilities.

### E. Campaign Plan

Suggested topics include:

	Your CFC Vision, e.g., the biggest CFC challenges & how to meet them	
	Personnel, e.g., how to maximize Agency Head & Labor Union commitment to CFC	
	Campaign Goals, e.g., total dollars, participation percentage increase	
	CFC Materials, e.g., brochure ideas, donor incentives	
	Promotional Ideas, e.g., special events, media	
	Fund Raising Techniques & Strategies, e.g., how to interest younger non-donors in CFC	
	Reporting, e.g., how you will keep the LFCC informed of CFC progress	
	Recognition, e.g., cost effective ways to recognize agencies with the best CFC results	





## *F. Proposed Local Timetable*

Key items from the OPM calendar, at [www.opm.gov/cfc](http://www.opm.gov/cfc), are shown below:

<p><i>A. March</i></p> <ul style="list-style-type: none"> <li>◆ Start of monthly disbursements CFC's &gt;\$500,000</li> <li>◆ PCFO selection</li> <li>◆ Publication of local eligibility application dates &amp; legal notices</li> </ul>	<p><i>B. April</i></p> <ul style="list-style-type: none"> <li>◆ Local charity eligibility application closing date</li> </ul>	<p><i>C. May</i></p> <ul style="list-style-type: none"> <li>◆ Local eligibility determinations, notifications, &amp; appeals</li> </ul>
<p><i>D. June</i></p> <ul style="list-style-type: none"> <li>◆ Local charity eligibility appeals process</li> <li>◆ Start of quarterly disbursements CFC's &lt;\$500,000</li> <li>◆ Receipt of OPM national list to include in brochure</li> </ul>	<p><i>E. July</i></p> <ul style="list-style-type: none"> <li>◆ Local charity eligibility appeals process completion by OPM</li> <li>◆ Brochure production</li> </ul>	<p><i>F. August</i></p> <ul style="list-style-type: none"> <li>◆ Campaign materials ready for distribution</li> </ul>
<p><i>G. September</i></p> <ul style="list-style-type: none"> <li>◆ Coordinator/keyworker training</li> <li>◆ Kick-offs</li> <li>◆ Weekly progress reports to LFCC</li> </ul>	<p><i>H. October &amp; November</i></p> <ul style="list-style-type: none"> <li>◆ Receipt &amp; audit of campaign reports &amp; donations</li> </ul>	<p><i>I. December</i></p> <ul style="list-style-type: none"> <li>◆ Campaign closure</li> <li>◆ Victory &amp; recognition activities</li> </ul>
<p><i>J. January</i></p> <ul style="list-style-type: none"> <li>◆ Final reporting to LFCC</li> <li>◆ Campaign critique</li> </ul>	<p><i>K. February</i></p> <ul style="list-style-type: none"> <li>◆ PCFO application public notice &amp; deadline</li> <li>◆ Form 1417 from PCFO to OPM reporting results</li> <li>◆ Completion of prior year monthly distributions to charities</li> <li>◆ Notification to recipient charities of designations &amp; donor names</li> </ul>	

## *G. Financial Plan and Proposed Budget*

### *Financial Procedures*

Provide a general overview of your financial procedures. Suggested topics include:

- ▶ How do you plan to administer receipts and disbursements?
- ▶ What data-processing system do you plan to use?
- ▶ How will you handle cash contributions?
- ▶ What are your shrinkage procedures for pledges that do not materialize?
- ▶ What financial controls demonstrate your adherence to generally accepted accounting principles?
- ▶ Who will conduct your independent audit?

### *Proposed Budget*

You may use the enclosed sample budget form which includes the major CFC expense categories or create your own. However, if you create your own, be sure to show similar categories.

## *Regulatory Requirements and Mandatory Certification*

### *A. Overall Acknowledgment*

*In applying to be PCFO, we acknowledge that we are subject to the provisions of the Code of Federal Regulations, Title 1, Sub-chapter B, Part 950, Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations, and we pledge to abide by all requirements.*

### *B. Specific Provisions*

*We understand that we will:*

- *Conduct the campaign within a 6-week period between September 1 through December 15, as determined by the LFCC. 950.102(a)*
- *Include only the geographic area established by the Director of the Office of Personnel Management (OPM). 950.103(a)*
- *Train keyworkers and coordinators to encourage employees to designate charitable organizations for donations and to understand how undesignated money is distributed. 950.104(b)(9)*
- *Make every effort, including training loaned executives, coordinators, and keyworkers, to ensure no employee is coerced to participate in the CFC; bring any allegations of coercion to the LFCC and/or OPM; be alert to prevent 100% participation goals, personal dollar goals and quotas, non-contributor lists, use of contributor lists for other than routine donation processing and 950.601 uses. 950.104(b)(11); 950.105(d)(2); 950.108(c),(d),(e), & (f)*
- *Not use consulting firms, advertising firms or similar business organizations to set policy or make CFC decisions. 950.104(b)(14)*
- *Keep CFC operations completely separate from our non-CFC business, including training and events & financial records and bank accounts; distribute interest as we do undesignated funds, per 950.501; follow generally accepted accounting principles in all financial matters. 950.104(b)(15); 950.105(c)(2)(ii); 950.105(d)(3); 950.105(d)(8)*
- *Charge CFC only for legitimate, documented CFC costs, not to exceed the approved budget plus 10%; absorb expenses over this 10%; maintain itemized receipts and a detailed expense schedule that reconciles to the budget; pay for any reprinting of CFC materials due to noncompliance with regulations, embezzlement, or loss of funds. 950.104(b)(17); 950.105(d)(7) & (10)*
- *Conduct an effective, efficient campaign in a fair, evenhanded manner to maximize contributions; be receptive to feedback from CFC charities and federations; honor their written requests to attend CFC activities; allow them to review our CFC records at any time. 950.105(b); 950.105(c)(2)(i)*
- *Abide by the directions, decisions and supervision of the LFCC and OPM Director. 950.105(c)(2)(iii)*
- *Be subject to the disqualification penalties of section 950.403, the sanction of section 950.603, and the 950.105(e) provisions. 950.105(c)(3) & (e)*
- *Train keyworkers to ensure all pledge card copies are legible, arithmetic is correct, and the employee release, if requested, is complete. 950.105(d)(3)*
- *Do everything possible to assure no employee is questioned about designations or amounts except by keyworkers, coordinators, loaned executives, and non-supervisory personnel and that employees are not solicited by anyone above them in the chain of command; be alert to prevent a supervisor's performance*

appraisal from including CFC results in the supervisor's unit. 950.105(d)(4); 950.108(a)

- Honor employee designations and follow OPM requirements regarding the release of contributors' names. 950.105(d)(1) & (6); 950.601(a) & (c)
- Submit an AUDIT by an independent certified public accountant per generally accepted auditing standards and OPM guidance by June 15 of the year following the year in which final CFC disbursements occur. 950.105(d)(9)
- Design and implement a non-coercive awards program accessible to all employees; ensure charities and federations know they may not award Federal agencies and employees. 950.105(d)(11)
- Respond to the LFCC or OPM within 10 days of our receipt of any request for information and to participating organizations making reasonable inquiries in a timely and appropriate manner; retain complete records for at least 3 campaign years. 950.105(d)(11) & (12); 950.604
- Recover expenses in accordance with this section, ensuring that expenses are not reimbursed from a prior year's donations. 950.106
- Not discriminate on account of race, color, religion, sex, national origin, age, handicap, or political affiliation in dealing with individuals or groups. 950.110
- Produce the national list in the local brochure per OPM requirements; print all campaign materials only after LFCC approval and per OPM requirements; make the brochure and pledge card available to all potential contributors during the solicitation period; issue Coordinator/keyworker instructions separately. 950.105(d)(5); 950.201(b); 950.401(a),(e),(f),(g), & (k); 950.402(b) & (d); 950.901(c)(1)
- Notify donation recipients no later than February 15 of their designated amounts and undesignated shares and be responsible for accurate disbursements, following OPM requirements. 950.901(l)(1)
- Prevent loaned executives from working on non-CFC fund-raising activities during duty hours.

## C. Certification

Check One:

1. Charitable Organization: private, non-profit, philanthropic, human health & welfare organization	
2. Federation or Federated Group of Charitable Organizations: group of voluntary charitable human health & welfare organizations created to supply common fundraising, administrative, & management services to its constituent members	
3. Combination of Federations or Federated Groups	

We are familiar with the CFC Regulations and pledge to fully comply with the requirements.

\_\_\_\_\_  
Applicant Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Responsible Official

\_\_\_\_\_  
Title of Official

\_\_\_\_\_  
Signature of Official

